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ABSTRACT

This statement outlines the academic policies of the City Colleges of Chicago. Part I outlines the Institution's academic standards, covering: (1) student class attendance; (2) the grading system; (3) mid-term grades; (4) the use of non-grade designations; i.e., administrative initiated withdrawal, auditor, no-show withdrawal, incomplete, and student initiated withdrawal; (5) cumulative grade point average; (6) minimum cumulative grade point average; (7) academic status; (8) academic warning; (9) exclusion; (10) course pursuit certification; (11) repeating courses; and (12) student revisions. Part II establishes the standards for satisfactory academic progress required of students receiving financial aid as mandated by federal guidelines for financial aid eligibility which stipulate that standards be as rigorous or more rigorous than the standards required of non-financial aid students. This section includes information on requirements for grades and academic progress; program time frames; extensions in time frames due to enrollment in developmental, prerequisite, or repeated courses; program changes; and enrollment in courses extending beyond the 60-hour associate degrees, 30-hour advanced certificates, or 24-hour basic certificates. In addition, explanations are provided of requirements for course repeats and withdrawals; incompletes; and provisions for transfer and continuing students. Finally, procedures for evaluating mitigating circumstances and financial aid reinstatement are presented. (AYC)

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ACADEMIC POLICY

City Colleges of Chicago

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JC 840 367

ACADEMIC POLICY

The City Colleges of Chicago has established this **Academic Policy** in two parts: Part I - Academic Standards; Part II - Satisfactory Progress for Financial Aid. This Policy does not apply to the Chicago Urban Skills Institute or to students enrolled exclusively in Adult/Continuing Education courses.

PART I: ACADEMIC STANDARDS

STUDENT CLASS ATTENDANCE.

Non-attendance may result in the nonattainment of course objectives and, consequently, in failure grades. Students who miss several class sessions are encouraged to check with instructors about their standing in the course. Faculty should follow-up students who miss **three consecutive sessions** and **do not** contact the instructor. The names of these students are also to be forwarded to the Student Services Office for additional follow-up. (See Non-Grade Designation section for explanation of student withdrawals -- ADW, NSW, WIH.)

MARKING SYSTEM.

Each college must use the grades listed below (except Adult/Continuing Education courses).

Grade Designations	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0

MID-TERM GRADES.

Instructors assign mid-term grades to students in each course. The grades are to be submitted no later than the ninth week of the Fall/ Spring Semesters, and at the end of the fourth week of Summer Term. Beginning with the 1982 Fall Semester, **regular grade designations used at the end of a semester/term must be used,** except in Adult/Continuing Education courses in which individual Colleges may elect to use:

S	Satisfactory	0
U	Unsatisfactory	0

Students taking prerequisite courses **must receive a C or better** in that course at mid-term in order to pre-register in the next level course. However, students may pre-register in other courses not requiring prerequisites.

NON-GRADE DESIGNATIONS.

ADW - Administrative Initiated Withdrawal

AUD - Auditor

NSW - No-Show Withdrawal

R - Incomplete

WTH - Student Initiated Withdrawal

These non-grades are used for the following reasons:

ADW--Administrative Initiated Withdrawal --

Students who have been continuously absent beginning three weeks before mid-term will be recommended as an "ADW" by the instructor unless the instructor has documentation that the student is still actively pursuing the course. Proper documentation may include completed papers, exams, quizzes, projects.

However, students who have had legitimate reasons for such absences should meet with their instructor no later than two weeks after mid-term date and demonstrate why the ADW should be removed. The instructor may then recommend reinstatement and make assignments enabling the student to complete the course. Copies of this documentation must be given to the Registrar and Financial Aid Offices.

If the above is not done and the ADW remains on the student's record, beginning Fall 1982, it will be used to calculate GPA.

Students who have received an ADW may not later elect to use the WTH.

AUD--Auditor.

NSW--No-Show Withdrawal --

As of Summer Term 1982 and thereafter, NSW will be used for No-Show Withdrawals. Instructors shall recommend to the Registrar the withdrawal of a student from any class for which the student did not report for the first two class sessions or attended only the first class session and subsequently did not attend the next two sessions, and failed to notify the instructor of intention to continue. This will allow other students to register for the class. The "NSW" designation will be used as the symbol on the records of these no-show students. This administrative action in effect cancels the student's registration in that course and the student's name will be deleted from the official class list.

If circumstances warrant, a "NSW" student may be reinstated. This could happen, e.g., if a student received a NSW as described above and subsequently began attending on a regular basis. In such case, the student must seek the approval of the instructor to remain on the class roster and must go through the registration process again.

R -- Incomplete --

"R" designations are received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the final examination and/or other specific course assignments.

To remove an "R" designation, a student must meet with the instructor to make arrangements to complete the course work. The instructor must submit the grade two weeks before the end of the semester following that in which the R was received, or, for students not currently enrolling in the succeeding semester, within twelve months after receiving the "R" grade. If the instructor is not available, the student should consult with the department chairperson. The Summer Term is not to be considered in this calculation.
If an "R" grade is not removed within the aforementioned time periods, the "R" grade shall become an "F" grade. Students who have an "R" grade on their record may not re-register in that specific course. However, if the R is changed to an F, the student may then re-register once for that course.

WTH--Student Initiated Withdrawal --

When students find it necessary to withdraw from a course(s), they must give formal notification to the Registrar at the college and complete appropriate forms.

Students may officially withdraw from a course(s) at their own request through the thirteenth week of a semester without receiving failure grade(s). The students' advisors should be consulted and proper forms completed. These forms are available in the Counseling and Admission or Records Offices of each college. During a Summer Term, students may officially withdraw from a course(s) at their own request through the sixth week of the term. Thereafter, a student may withdraw (with the same result as indicated above) only if documented extenuating circumstances are submitted to and approved by the College President or his designee. Although the course(s) will not be included in calculating the student's cumulative grade point average, the course(s) will be counted towards credit hours attempted to determine the students' academic warning and exclude status. The "WITH" non-grade designation will be entered on the students' academic records.

Students who receive an ADW may not later elect to use the WITH.

CUMULATIVE GRADE POINT AVERAGE.

The cumulative grade point average (GPA) is calculated on the basis of all courses in which a student received grade designations or (effective Fall 1982 or thereafter) ADWs. A 2.0 cumulative GPA in all courses required by a special program (required general education,

required special courses and elective courses) is the minimum qualification for the graduation or program completion.

Minimum Cumulative Grade Point Average.

Students who have six or more cumulative grade hours attempted must maintain the following minimum cumulative GPA to be considered in good academic standing:

Semester Hours Attempted	Minimum Cumulative G.P.A. Required
1 to 14	1.00
15 to 30	1.50
31 to 45	1.75
46 or more	2.00

ACADEMIC STATUS.

Academic status will be calculated for students who have six or more cumulative attempted hours. Attempted hours include: all grades A-F; all ADWs (effective Fall 1982 and thereafter); last occurrence of a repeated course in which a student had received a grade of D or F; all instances of repeatable courses.

It is the responsibility of all students enrolling in six or more credit hours in a given semester to have any earned credits from other colleges evaluated by the City Colleges' Registrars prior to registration. This information will be entered on the students' records. All students enrolled must satisfy City Colleges of Chicago's course pre-

requisites before enrollment.

Credit hours which are not used to calculate G.P.A. and which **do not count** toward graduation include:

- All ADWs (prior to Fall 1982),
- AUDs
- NSWs,
- Rs,
- WIHs,
- All Adult Education credit hours,
- All Chicago Urban Skills Institute credit hours,
- The earliest occurrence of a course which a student has repeated one time to raise the grade.

Although transfer credits from colleges outside the system may be counted towards graduation, these credits are not used to calculate cumulative GPA. Students must also earn at least 15 credit hours in CCC in order to qualify for graduation.

Students who have difficulty maintaining the appropriate minimum GPA should see their faculty advisor or consult the Office of Student Services at their college for advice and assistance.

ACADEMIC WARNING.

Students who do not achieve the minimum GPA at the end of each semester of enrollment shall be placed on "Academic Warning" for the fol-

lowing semester/term (including Summer). Students will be considered to be in good Academic Standing with the understanding that they must raise their cumulative GPA in the next semester/term. Students on "Academic Warning" will be subject to specific enrollment restrictions including early registration.

A student on "Academic Warning" is:

- restricted to enrollment in no more than nine semester hours of new course credits and no more than a maximum total of twelve semester hours during any semester in the City Colleges. Summer term enrollment will be restricted to three credit hours of new course credits and no more than six credit hours. If enrolling for more than nine semester hours in regular semester or three semester hours in summer term, a student will be required to repeat a course or courses in which he/she received a grade of D or F.

EXCLUSION.

Students on "Academic Warning" who do not improve by the end of the next semester/term shall be excluded. "No improvement" means the student has not achieved the applicable minimum cumulative GPA required in accordance with this Academic Standards Policy.

Students who are excluded at one of the City Colleges may not register at any of the other City Colleges; however, they may petition for re-admission at the college from which they were excluded. The re-admission petition may be approved by the administration for good and

sufficient reason under the guidelines set forth in "City Colleges of Chicago Guidelines for the Review, Resolution and Follow-up for Students in Exclude and Academic Warning Status."

COURSE PURSUIT CERTIFICATION.

Each student who is currently enrolled at mid-term but who is not actively pursuing completion of a course(s) will be certified by the instructor on the mid-term class list as an ADW. Students administratively withdrawn from a class at the mid-term of a semester/term will not be permitted to re-enter that class for the remainder of that semester/term unless it can be documented that the ADW was in error.

REPEATING COURSES.

When a student repeats a course (allowable once for D and F grades), the last grade received shall be counted in the student's cumulative GPA. If a course has been approved by the Illinois Community College Board (ICCB) to be repeated, the student may repeat the course as often as approved by ICCB and all such grades are counted in the student's cumulative GPA.

STUDENT REVISIONS.

Students are not permitted to revise (transfer) from one class to an identical class within the same time frame (morning, afternoon, evening).

II. SATISFACTORY PROGRESS FOR FINANCIAL AID

The City Colleges of Chicago is required under Title IV of the Higher Education Act to define and administer standards of Satisfactory Progress for students receiving financial aid. In determining academic standards, City Colleges has never made a distinction between students receiving financial aid and non-recipient students. Beginning January 1, 1984, new federal guidelines for financial aid eligibility require that standards be as rigorous or more rigorous than the standards required of non-financial aid students. CCC shall meet this requirement through the following Standards of Satisfactory Progress for Financial Aid:

STANDARDS OF SATISFACTORY PROGRESS

In order to maintain Satisfactory Progress, a student must:

1. Be in good academic standing, i.e., earn at least the minimum cumulative GPA required for the number of registered credit hours. Students on academic warning will be considered to be in good academic standing for that semester, but must raise their cumulative GPA to the required minimum by the end of that semester. (See "Cumulative Grade Point Average" in Academic Standards.)
2. Earn the number of credits required for program completion within a specified time frame. Earning of credits is defined as earning one of the following grades: A, B, C, or D.

(See "Marking System" in Academic Standards.)

Satisfactory Progress is measured in two ways. First, each semester of enrollment (including Summer Term), it is measured by the number of credits earned; second, it is measured by program completion within the time frame allowed.

Each semester, in order to maintain Satisfactory Progress, a student is required to earn the number of credit hours indicated for his/her program and enrollment status.

A student who does not earn the minimum credit hours required for his/her program and enrcllment status at the end of his/her first semester or any semester immediately following a semester of Satisfactory Progress shall be placed on Satisfactory Progress Probation for the next semester. During this Probation Semester, financial aid eligibility may be continued. However, students who do not remove their Probation status by the end of this semester shall be considered as failing to make Satisfactory Progress. Unless they successfully appeal this determination, they shall be ineligible for financial aid for the next semester of enrollment.

Students registering for five or less credit hours are not to be considered as eligible for financial aid. This enrollment, however, shall become part of the measurement of the total time frame.

PROGRAM TIME FRAMES

All students receiving federal and/or state financial aid will be required to complete their programs within the following maximum time frames (except for the extensions noted below):

FULL-TIME

Program	Maximum Number of Years of Enrollment	Minimum Number of Earned Credits per Semester
24 Credit Hour Certificate	2	6
30 Credit Hour Certificate	2-1/2	6
AA or AAS Degree	4	Semesters 1-4 -- 6 Semesters 5-8 -- 9

PART-TIME

24 Credit Hour Certificate	4	3
30 Credit Hour Certificate	5	3
AA or AAS Degree	8	First 30 hours -- 3 Over 30 hours -- 6

Financial aid may be denied:

1. In those semesters following completion of the total maximum time frames;

2. In any semester(s) within the maximum time frame following the Satisfactory Progress Probation semester of enrollment in which Satisfactory Progress is not achieved.

Total maximum time frames will include (and are not extended for) all semesters of enrollment during which students are not making Satisfactory Progress and/or are not receiving financial aid.

With administrative approval, certain extensions of the above time frames will be allowed for the following special student populations:

1. Enrollment in Developmental Courses

   Educationally-disadvantaged students who need and enroll in developmental courses (not counted toward the AA or AAS degree) in order to ensure their future academic good standing may earn up to 30 credit hours for such courses. The time frame may be extended up to the number of such course registrations.

2. Enrollment in Regular Credit Courses

   Students may be allowed to extend their time frame up to a maximum of 30 registered credit hours for any, or any combination, of the following reasons:

   a. Prerequisite courses.

   b. Program changes.

   c. Repeated courses in accordance with Academic Standards.

3. Enrollment in Programs Extending Beyond the 60 Hour AA or AAS Degrees, 30 Hour Advanced Certificates, or 24 Hour Basic Certificates

Students enrolled in such programs may extend their time frames by registering to the maximum number of hours such programs exceed the 60 hour AA or AAS Degree, 30 hour Advanced Certificate, or 24 hour Basic Certificate requirements.

GENERAL INFORMATION

1. Course Repeats

Only the credits for courses repeated in accordance with Academic Standards may be counted toward making Satisfactory Progress. All repeated courses count toward registered hours.

2. Course Withdrawals

Students who withdraw (WTH) or are administratively withdrawn (ADW) from a course will have that course's credit hours counted as registered for but not earned.

3. Incomplete Courses (R)

The credits of an incomplete course will also be counted as hours registered for but not earned in the semester of enrollment.

4. Transfer Students

Transfer students will be considered to be making Satisfac-

tory Progress at the time of their transfer to the City Colleges of Chicago. Their maximum time frame will commence at the time of their transfer.

5. Students Who Were Last Enrolled at City Colleges Before January 1, 1984

These students will have their cumulative GPA and Academic Status carried forward.

Students who return to the City Colleges after an absence of two or more calendar years and who have not enrolled at any other institution during that period will have their GPA and Academic Status carried forward. They will be considered to be making Satisfactory Progress during their first semester of re-enrollment at City Colleges.

6. Evaluation of the Mitigating Circumstances of Individual Students

Individual mitigating circumstances will be administratively assessed to determine whether a student who does not meet the rest of these Satisfactory Progress requirements may still be considered to be making Satisfactory Progress. This assessment may be undertaken without recourse to the formal Appeal Procedure described below and may justify continuation of financial aid eligibility.

REINSTATEMENT OF FINANCIAL AID

1. Appeal Procedure

If a student is determined not to be making Satisfactory Progress and has been placed on Unsatisfactory Progress status, the student may appeal for review of that determination on one of the two following bases:

a. Administrative Error -- Miscalculation of hours earned or required.

b. Extenuating Circumstances -- Students who have a legitimate reason for failing to maintain Satisfactory Progress in any semester within the maximum time frame may appeal for reconsideration of that determination. The student must complete an official Appeal Form and must provide documenation to the College's Appeals Committee. A successful appeal may preserve the student's eligibility for financial aid in the following semester. An appeal will not be reviewed if the student has already attained his/her maximum time frame.

2. Regaining Eligibility

Students who are denied financial aid for failure to maintain Satisfactory Progress must complete any future semesters at their own expense. They must regain minimum Satis-

factory Progress standards during these semesters before they are eligible for reinstatement of financial aid, providing they are still within the maximum time frame.

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